

DEPARTMENT OF GENERAL SERVICES  
Records Management DivisionSCHEDULE  
NO.

704-10

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## RECORDS RETENTION AND DISPOSAL SCHEDULE

Environmental Health Administration - DHMH

Bureau of Food and Drugs  
Division of Food Control

Item No.	AGENCY Description	DIVISION Retention
1.	<p data-bbox="223 453 784 485">SURVEYS FOR RESTAURANTS AND MARKETS</p> <p data-bbox="223 517 1103 719">File series contains accounts of surveys and inspections of restaurants and markets throughout the State. Outstanding in these surveys are delinquent establishments and plans for legal action against them. Files contain memos, correspondence, legislation cited and the following forms:</p> <p data-bbox="223 751 999 815">FD 2949 (4/76) Report of Food Service Sanitation Program Evaluation</p> <p data-bbox="223 815 966 878">FD 2950 (4/76) Food Service Sanitation Program Evaluation Questionnaire</p> <p data-bbox="223 878 1103 1038">DHMH 84 Dairy Products Sample Record Maryland State Regulations for Food, Drugs &amp; Sanitation. County Council and State Legislation applying to Food, Drugs and Sanitation. Temporary Licenses are included in Licensure Files.</p>	<p data-bbox="1128 517 1574 580">Retain for three (3) years, then destroy.</p>
2.	<p data-bbox="223 1091 454 1123">LICENSURE FILE</p> <p data-bbox="223 1155 1103 1219">The following licenses (copies) and applications are kept on file:</p> <p data-bbox="223 1251 1049 1315">DHMH 300-2 - Frozen Food Processing Plant Operating License</p> <p data-bbox="223 1315 1015 1378">DHMH 300-31- Application for License to Operate a Frozen Food Processing Plant</p> <p data-bbox="223 1378 1015 1442">DHMH 300-24- Non-Alcoholic Beverage Manufacturing License</p> <p data-bbox="223 1442 1082 1506">DHMH 37 - Application for License to Manufacture Non-Alcoholic Beverages</p> <p data-bbox="223 1506 1049 1602">DHMH 815 - Registry of Soft Drink and Other Non-Alcoholic Beverages not Manufactured in Maryland</p> <p data-bbox="223 1602 1082 1666">DHMH 815A (1/76) - Out-of-State Beverage Registration (prior to inspection)</p>	<p data-bbox="1128 1155 1574 1219">Retain for three (3) years, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

Harold C. Thomas,  
SignatureChief, Div. of Food Control  
Title8/10/78  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

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Item No.	Description	Retention
2.	<p>LICENSURE FILE (Cont'd.)</p> <p>DHMH 300-25 - Cannery Operation License</p> <p>DHMH 300-25A- Application For License to Operate A Cannery (prior to inspection)</p> <p>DHMH 300-29 - Application for License to Operate a Cold Storage Warehouse</p> <p>DHMH 300-30 - Application for License to Operate a Cold Storage Warehouse (Frozen Food Locker Plant)</p> <p>FC 88 - Application for License for Inedible Eggs</p>	
3.	<p>SEAFOOD PLANTS INSPECTION</p> <p>Files maintained on the correspondence, inspection and issuance of licenses for crabmeat and shellstock plants in Maryland, including the following:</p> <p>DHMH 300-13 - Shellfish Certification</p> <p>DHMH 300-15 - Crab Meat Operating License</p> <p>DHMH 291 - Shucking-Packing Plant Inspection Form</p>	<p>Retain for three (3) years, then destroy.</p>
4.	<p>PLAN REVIEW ACTIVITIES FILES</p> <p>File series contains correspondence and review of equipment installations in food service facilities.</p>	<p>Retain for three (3) years, then destroy.</p>
5.	<p>INSPECTION FILES</p> <p>Files maintained on the inspections of bakeries, warehouses, and bottling plants in Maryland. Correspondence and hearings maintained on the compliance of these establishments, including the following:</p> <p>FD 2679 - Food Warehouse Inspection Report</p> <p>FD 2682 - Beverage Plant Inspection Report</p> <p>FD 2681 - Bakery Inspection Report</p>	<p>Retain for three (3) years, then destroy.</p>

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Item No.	Description	Retention
6.	<p>FOOD SERVICE ESTABLISHMENT INSPECTIONS</p> <p>File series contains correspondence and review of food service establishments in Maryland. Inspection sheets retained for restaurants in Maryland, including:</p> <p>DHMH 205 - Food Service Facilities Inspection Report  DHMH 205A - List of Observations  DHMH 834 - Receipt for Food</p>	<p>Retain for three (3) years, then destroy.</p>
7.	<p>PERSONNEL RECORDS</p> <p>File series includes time sheets, expense accounts, mileage reports, employment records and leave records.</p>	<p>Retain for three (3) years, then destroy.</p>
8.	<p>BUDGET RECORDS</p> <p>Budget for the Food Control Division from 1975 - 1979.</p>	<p>Retain for three (3) years, then destroy.</p>
9.	<p>ADMINISTRATIVE CORRESPONDENCE</p> <p>File series contains correspondence relative to food service and processing establishments. Correspondence with Federal, State and local agencies and individuals. Consumer complaints and their follow-up. Standardized files for the individual employees concerning their activities in inspecting restaurants in the State of Maryland.</p>	<p>Retain for three (3) years, then destroy.</p>